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Security Information

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MEMORANDUM OF UNDERSTANDING

SUBJECT: Administrative Support for Cable Secretariat

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No Change in Class.	<input type="checkbox"/>
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Review Date:	
Auth:	
Date:	12 DEC 1978
By:	011

1. PURPOSE. This memorandum of understanding sets forth agreements made for the purpose of providing administrative support to the CIA Cable Secretariat.
2. CAREER MANAGEMENT. The Office of the DD/A will provide all personnel and career management support for the Cable Secretariat not normally provided by the CIA Personnel Office. The Career management of all Cable Secretariat personnel will be administered by the Career Service Board of the Office of the DD/A. All personnel actions on Cable Secretariat personnel will require joint approval from appropriate representatives of the Office of the DD/A and the Cable Secretariat.
3. SECURITY. All security matters involving the Cable Secretariat will be handled in their behalf by the Security Division, Office of Communications in coordination with the Security Office.
4. GENERAL ADMINISTRATIVE SUPPORT. The Cable Secretariat will deal directly with the appropriate elements of the Office of the DD/A on all other administrative support including the following:
 - a. The Personnel Office on personnel matters.
 - b. The General Services Office on matters pertaining to office space, parking space, printing, telephone service, machine records, forms, etc.
 - c. The Comptroller for budget and fiscal matters.
 - d. The Organization and Methods Service for organizational and procedural matters.
 - e. The Logistics Office for procurement and supply matters.
 - f. Such other components of the Office of the DD/A as may be necessary.
5. RESCISSION. Memorandum of Understanding dated 13 November 1952 is hereby rescinded.

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6. EFFECTIVE DATE. The provisions of this memorandum become effective immediately except paragraph 2, CAREER MANAGEMENT, which becomes effective upon activation of the DD/A Career Board.

CONCUR:

APPROVED:

/s/

 Management
Officer.

/s/

JOHN S. EARMAN, Executive
Ass't. to the Director.

STAT

 ASS'T Director
for Communications.

*

/s/

L. K. WHITE, Act'g Deputy Direc-
tor for Administration.

Jul 22 1953

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Concur subject to amendment appended
to this memorandum.

cc: Cable Secretariat
AD/Communications
ADD/A
Personnel Director
AD/Security Office
Chief, General Services
Comptroller
Chief of Logistics

DD/A chrono

✓ DD/A sub: "ORG. & MGMT - 5"

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